



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov

**NOTICE TO COMPLY** -000408

(Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	California International Business University	Institution Telephone:	619-702-9400
Institution Code:	3709501	Administrator Name:	Dr. Phillip R. Babb
Street Address:	520 West Ash Street, San Diego	Date of Inspection:	Jan 10, 2013

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§76120 Amount of STRF Assessment	(a) Each school shall collect assessment from each student who is a California Resident or enrolled in a residency program. Please begin making and collecting assessments
§76130 Collection & Submission of Assessments	(a) A qualifying institution shall collect the assessment from each student in an educational program for each quarter. Please begin making assessments
§76140 (a) (1) -(13) Minimum Requirements for School Catalog.	(a) An institution shall collect and maintain records for student data: (1) Student ID number, (2) First & last names, (3) Email Address, (4) local or mailing address, (5) Address at time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses & course costs, (9) Amount of STRF assessment collected, (10) Quarter in which STRF assessment was remitted to bureau, (11) Third party Payer identifying information, (12) Total tuition charges paid and (13) Total institutional charges paid. Please make this electronic form
§71865 (e) Educational requirements for awarding a graduate degree.	(e) Dissertations, theses submitted by a student as part of graduate program shall be signed by all faculty members recommending the degree. Please add this policy. Institution's catalog failed to contain the required contact information. Institution's catalog failed to contain the required statement.

Code of Regulations	Subsection and Description

Only minor violations are listed on the Notice to Comply.

☐ If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Gary J. Catalano
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Dr. Phillip R. Babb
Institution Administrator's Signature:	<i>[Signature]</i>

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml

Notice to Comply –

Inspector's Initial:

Administrator's Initial:

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **(February 10, 2013)**